



State of Arizona
Department of Education

SCHOOL FINANCE MEMORANDUM 25-005

TO: County Juvenile Detention Education Program Directors, County School Superintendents and County Treasurers

FROM: Xin Liu, Deputy Associate Superintendent of School Finance

DATE: July 5, 2024

SUBJECT: FY2025 County Juvenile Detention Education Program

Pursuant to ARS 15-913, each county that operates a juvenile detention center shall offer an education program to serve all school-age children in its juvenile detention center. A county may operate its juvenile detention center education program through an existing accommodation school. If a county chooses not to operate its juvenile detention center education program through an existing accommodation school, the County School Superintendent may establish a detention center education fund to provide financial support to the program.

- **Prisoners who have received required educational services and who have been in the county jail for more than forty-eight hours**
- **twenty-one or younger**

An instructional day is defined as a minimum of 240 minutes of instruction provided to each child who has been in the juvenile detention center for more than 48 hours. The county juvenile detention funding is based on these instructional days. These calculations include the base amount of \$100,000 for each program and the variable amount calculated from the FY2025 Base Level Amount (BLA) of \$5,013.00, and on the submittal of these instructional days for FY2024. If your county program is shared, the base amount is allocated to each county based on the percentage of instructional days to the total instructional days for each county.

General Program Information as specified in the Attendance Report found on the School Finance website under County Forms at [FY25-attendance-report-form juvenile.xls \(live.com\)](https://www.azed.gov/files/2025/04/FY25-attendance-report-form-juvenile.xls)

Please submit the Attendance Report electronically to sfpaymentteam@azed.gov.

- Actual instructional attendance days (prisoners who have received at least two hundred forty minutes of instruction per day.)

- For all eligible prisoners from July 1, 2023 through June 30, 2024:
 - Non- Special Education Student Attendance Days
 - Group A Student Attendance Days
 - Group B Student Attendance Days

For the county to receive these funds, the County School Superintendent must submit a claim for payment to the Arizona Department of Education (ADE). The claim form is attached and is also available on the Arizona Department of Education's website at [FY25 County Juvenile Claim Form.doc \(live.com\)](#)

Submit the forms to SFPaymentTeam@azed.gov by September 10, 2024. If you have any questions, please call or email the School Finance Payment Team at (602)543-5695 or SFPaymentTeam@azed.gov.